

## <u>Providing a Receipt for and Routing a Subpoena Payment</u> Records Management Group

This flow chart shows how to provide a receipt for and route any payment received with a subpoena. Start in the top left oval and follow the arrows. An oval represents the start or end of a process. A box represents an action that must be taken. A diamond represents a question that you answer to direct you to the next step, based on your YES or NO answer.

